

REQUEST FOR DISBURSEMENT
STATE REVOLVING FUND

LOAN RECIPIENT ORGANIZATION	SRF Project Number:
Name:	Disbursement Request Number:
Mailing Address:	Type of Request: Partial _____ Final
	Period Covered by this Request: From: To:

CLASSIFICATION	TOTAL PROJECT COST	SRF ELIGIBLE COST	COST BILLED TO DATE	BILLING THIS PERIOD	NHDES USE ONLY
Administrative Expense	\$	\$	\$	\$	\$
Preliminary Expense					
Land and Easements					
Construction Administration					
Other Engineering Fees					
Project Inspection Fees					
Construction					
Equipment					
Miscellaneous Cost					
Total Cumulative to Date	\$	\$	\$	\$	\$
Less Disbursements Received			\$		
Disbursement Requested			\$		
Percent of Loan Disbursed	%	%	%	%	%

I certify to the best of my knowledge and belief that the project costs incurred as indicated above are in accordance with the provisions of New Hampshire Code of Administrative Rules Env-C 500 and the loan agreement for the project and that the disbursement requested represents the State Revolving Fund share due which has not been previously requested and that an inspection has been performed and all work for which a disbursement is being requested has been performed satisfactorily.

LOAN RECIPIENT	RESPRESENTATIVE CERTIFYING % COMPLETION
Signature of Authorized Certifying Official	Signature of Authorized Certifying Official
Typed or Printed Name and Title	Typed or Printed Name and Title
Date	Date

NHDES DISBURSEMENT APPROVAL

SRF-Disbursement Guidance

Submitting a request for disbursement of loan funds is simple and straightforward. The standard "Request for Disbursement" form and a summary of the current period billing should be completed, signed and submitted with **one copy**.

Instructions on the use of this form:

Column 1. Total cost of the project as allocated to the various categories.

Column 2. Total eligible costs of the project (should be less than or equal to the loan amount).

Column 3. Project cost billed to date, including the billing for this period.

Column 4. Billing for the current period.

Column 5. For NHDES only.

All disbursement requests should include:

1. All invoices for engineering services. Time sheets and expense reports should be included with all resident engineering invoices.
2. Contractor's pay estimate for the time period covered by the disbursement request.
3. Other invoices for miscellaneous costs (administrative, resident engineering, misc. costs, etc.).
4. A running tabulation of all the above expenses should be submitted with each request. The tabulation should easily relate to the engineering services contract.

Typical classification on the disbursement request form is as follows:

Line 1. Administrative Expenses (construction bid and environmental assessment advertisements, etc.).

Line 2. Preliminary Expenses (design costs, etc.).

Line 3. Land and Easements (self-explanatory).

Line 4. Construction Administration (as defined in the engineering services agreement).

Line 5. Other Engineering Fees (O&M Manual,

certification period, record drawings, surveys, etc.).

Line 6. Project Inspection Fees (as defined in the engineering services agreement).

Line 7. Construction (see totals on latest contractor's pay estimate; will require determination of eligible portions of the work in some cases.).

Line 8. Equipment.

Line 9. Miscellaneous Costs (typically direct purchase orders, force accounts, etc.).

Line 10. Total costs (cumulative) to date.

Line 11. Less previous disbursements received.

Line 12. The amount of the current disbursement request

Line 13. Percent Complete (Line 10 divided by the amount of the loan)

Disbursement requests should be submitted no more often than once per month. Currently, the turn around time from receipt of disbursement request to deposit of funds in municipal account is approximately ten (10) business days.

*This publication tries to answer the major questions about Disbursement Requests but if you have other questions please contact the **Grants Management Section of DES.***

Further Information --

For further information regarding the New Hampshire State Revolving Fund Program, including questions on how municipalities may apply for a loan, please contact John Bush at the Department of Environmental Services (603-271-3503).